

How to use your **Personal Identity Verification Card** (PIVCard)

Homeland Security Presidential Directive 12 sets forth requirements for Government-wide secure and reliable forms of identification. The personal identity verification card or PIVCard, and associated processes, procedures, and systems, satisfies the requirements of HSPD-12 and provides secure, two-factor authentication to our IT systems. This brief course will demonstrate how to log into your laptop or desktop computer using your PIVCard.

Step 1: To begin the logon process, boot your computer or wake your computer by moving your mouse or typing on the keyboard. You will be presented with the CTRL-ALT-DELETE screen. Press CTRL-ALT-DELTE to proceed.

Step 2: The DOI security disclaimer page will display. Read the security warning and click OK to accept and continue.

Step 3: You may be presented with a standard username password login page. To use your PIVCard click the Cancel or Other Credentials button at the bottom of the screen.

Step 4: The logon options page will display. Select the "Insert a Smart Card" option.

Step 5: You will be requested to insert your PIVCard. For desktop computers, you will insert your card into either a stand-alone card reader or one that is built-in to your keyboard as demonstrated. For laptop computers, you will insert your card into the integrated card reader on the side of the laptop. Dell E Series systems have a card reader on the left side of the laptop body. Your laptop's card reader may be in a different location.

Step 6: Once inserted, the system will automatically read the user informations stored on your PIVCard. This may take a few moments...

Step 7: Once the system reads the information on the PIVCard, you will be presented with the smartcard logon screen with your account information. There will be a PIN field and a Username Hint field. Leave the Username Hint field blank when logging on; this field is only used by system administrators. Enter your 6 to 8 digit secure Personal Identification Number in the PIN field. Then, click the arrow or press enter on the keyboard to logon. Your PIN and PIVCard credentials will be validated, and you will be logged into windows.

As a PIVCard holder, you are responsible for safe guarding your PIV credential. Your PIVCard should always be worn and visible while inside any federally-controlled facility.

Your PIVCard also needs to be maintained. You should receive an email when your card requires an update. It is your responsibility to schedule an appointment, and make sure that your PIVCard is kept up to date.

If you have any questions regarding the proper handling of your PIVCard, or if your PIVCard is ever lost or stolen, immediately contact your Personal Security and Identity Management representative.

Remember, you will still need to maintain your network password in order to login to systems that have not yet been PIV Enabled.

For more information about the PIVCard, the HSPD-12 initiative, and the HSPD-12 credentialing process, you can visit the NPS IT Security Operations Site at [security \[dot\] nps \[dot\] gov \[slash\] PIVCard](https://security.nps.gov/PIVCard).